

# KNOX COUNTY COMMISSION

## Joint Commission and Budget Committee Review Meeting

### Knox County Commission and Budget Committee

Thursday-December 6, 2018

A Joint Commission and Budget Committee Review Meeting was held on Thursday, December 6, 2018, at 6:00 P.M., at the county courthouse, 62 Union Street, Rockland, Maine. The Administrative Assistant was present to record the minutes of the meeting.

Commission members present were: Carol L. Maines, Commissioner District #1, Richard L. Parent, Jr., Commissioner District #2, and Sharyn L. Pohlman, Commissioner District #3.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Airport Manager Jeff Northgraves, Chief Deputy Tim Carroll, Finance Director Kathy Robinson, Deputy Arthur Smith, Deputy Communications Director Wally Tower, Detective Donald Murray, Communications Director Linwood Lothrop, Detective Dwight Burtis, Register of Deeds Lisa Cottrell, Administrative Assistant to EMA Director Candice Richards, District Attorney Jonathan Liberman, IT Systems Administrator Michael Dean, Lieutenant Patrick Polky and Register of Probate Elaine Hallett.

Budget Committee members present were: Chair Bob Duke, Lawrence Nash, Shawn Levasseur, Gayle Gallant, Randy Stearns, Gerald Zwick, Roger Peabody, Nicholas Lapham and Thomas Marshall, Jr.

### Joint Commission and Budget Committee Review Meeting

#### Commission Hearing Room

Thursday – December 6, 2018 – 6:00 P.M.

- I. 6:00 Meeting called to order (Chair Bob Duke for the Knox County Budget Committee, Commission Chair Maines for the Knox County Commission)
- II. 6:01 Approve Minutes (Chair Bob Duke for the Knox County Budget Committee, Commission Chair Carol Maines for the Knox County Commission)
  1. Minutes of the Joint Commission & Budget Committee Review Meeting of November 8, 2018
- III. 6:03 Opening Remarks – Bob Duke, Chair
- IV. 6:5 Public Hearing
  1. Chair Duke Opens Public Hearing on the 2019 Proposed Knox County Budget.
  2. Chair Duke Closes Public Hearing.
- V. Budget Committee Vote on 2019 Budget
  1. Vote to Approve 2019 Budget and Transmit to Commission.
- VI. Commission Vote on 2019 Budget
  1. Vote to Approve 2019 Budget
- VII. Adjourn

### I. Meeting Called to Order

The December 6, 2018 Joint Commission and Budget Committee Review Meeting was called to order by Budget Committee Chair Bob Duke and Commissioner Chair Carol L. Maines at 6:00 P.M.

### II. Approve Minutes

1. Minutes of the Joint Commission and Budget Committee Review Meeting of November 8, 2018.
  - *Gayle Gallant made a motion to approve the Minutes of the Joint Commission and Budget Committee Review Meeting of November 8, 2018. Randy Stearns seconded the motion. A vote was taken with all in favor.*

- *Commissioner Parent made motion to approve the Minutes of the Joint Commission and Budget Committee Review Meeting of November 8, 2018. Commissioner Pohlman seconded the motion. A vote was taken with all in favor.*

**III. Opening Remarks:** Chair Bob Duke asked everyone to introduce themselves.

Commissioner	Carol L. Maines	District 1	Owls Head, Rockland, and South Thomaston, and Thomaston
Commissioner	Richard L. Parent	District 2	Cushing, Friendship, St. George, Union, Washington and Warren
Commissioner, Chair	Sharyn L. Pohlman	District 3	Appleton, Camden, Hope, Isle Au Haut, Matinicus Isle Plantation, North Haven, Rockport, Vinalhaven, and the unorganized territories of Criehaven and Muscle Ridge Islands
Budget Committee	Nicholas Lapham	District 1	Isle Au Haut, Matinicus, North Haven, St. George and Friendship
Budget Committee	Gayle Gallant	District 2	South Thomaston, Vinalhaven and Owls Head
Budget Committee	Thomas Marshall, Jr.	District 3	Rockland
Budget Committee	Shawn Levasseur	District 3	Rockland
Budget Committee	Randy Stearns	District 4	Camden
Budget Committee, Chair	Bob Duke	District 5	Rockport and Hope
Budget Committee	Lawrence Nash	District 6	Appleton, Union and Washington
Budget Committee	Roger Peabody	District 7	Warren
Budget Committee	Gerald Zwick	District 8	Thomaston and Cushing
County Administrator	Andrew L. Hart		Knox County

Chair Bob Duke gave a brief overview of how the budget gets started and how it ends:

- The Budget process starts in late summer, and it is actually a fairly rigorous review from Department heads putting together their budgets, and then presenting them to the Administration and Finance. Next, that money gets trimmed down to a point where the Department Managers present it to the Commissioners for their review. Directly after the Commissioners review the information, it goes before the Budget Committee for their review in October. Then the Commissioners and Budget Committee meet together to collaborate. Surprisingly, there is little surprise in the budget this time. The two big items that are driving the increase in the budget are Personnel and Building Maintenance at the Courthouse (HVAC project).
- Chair Bob Duke would like to commend the Budget Committee has asked a lot of good questions this year, as well as the mix of opinions and amount of deliberation was really helpful with finalizing the budget.

Administrator Hart spoke about the budget process:

- Administrator Hart stated he really appreciated the cooperation of Department Managers working with he and Finance Director Robinson throughout this process. The Budget was completed over a four (4) week period. The Budget process took the same amount of time as last year. This year, the meetings were shorter as questions were more concise, and the overall budget was better presented.
- There was a decrease with Workers Comp. This was a combination of the SHAPE certification and the credit we receive for our Leader Program.
- Health Insurance had a slight increase which affected departments differently.
- Total Budget for this year shows an increase of 3.18% or \$313,000 overall.
- Proposed tax assessment is a little over \$8 million dollars, and the Dispatch Assessment Fee is a little over \$1.2 million.

**IV.    Public Hearing**

The Public Hearing portion of the meeting Commenced at 6:10 P.M.

The Public Hearing portion of the meeting was closed at 6:10 P.M.

**V.    Budget Committee Vote on 2019 Budget**

- *Bob Duke motioned to approve the 2019 Knox County Budget in the total amount of \$11,514,139 and a net amount of \$9,262,690 and transmit to the Commission. Randy Stearns seconded the motion. A vote was taken with all in favor. The motion therefore passed.*

*In favor:                    9 (Bob Duke, Shawn Levasseur, Gerald Zwick, Nicholas Lapham, Lawrence Nash, Randy Stearns, Roger Peabody, Gayle Gallant and Thomas Marshall, Jr.)*  
*Against:                    0*  
*Abstained:                0*

**VI.    Commission Vote on 2019 Budget**

- *Commissioner Parent motioned to approve the 2019 Knox County Budget in the total amount of \$11,514,139 and a net amount of \$9,262,690. Commissioner Pohlman seconded the motion. A vote was taken with all in favor. The motion therefore passed.*

*In favor:                    3 (Carol Maines, Richard Parent and Sharyn Pohlman)*  
*Against:                    0*  
*Abstained:                0*

**The 2019 Budget was therefore passed at the Budget Committee approved figures of a total amount of \$11,514,139 and a net amount of \$9,262,690.**

**VII.    Adjourn**

- *Randy Stearns made a motion to adjourn the meeting. Gerald Zwick seconded the motion. A vote was taken with all in favor.*
- *Commissioner Parent made a motion to adjourn the meeting. Commissioner Pohlman seconded the motion. A vote was taken with all in favor.*

**Commissioner Maines stated the next Regular Commission Meeting will be held on December 11<sup>th</sup> at 1:00 P.M.**

The meeting adjourned at 6:17 P.M.

Respectfully submitted,

Wendy Galvin  
Administrative Assistant

**The Knox County Budget Committee and Knox County Commission will approve these minutes at the next Quarterly Joint Budget Committee Meeting to be held on April 25, 2019.**